

District 5 Al-Anon Family Groups, Inc.
Literature Distribution Center
Ordering Tips for Literature

Why buy through the District instead of going directly through the Al-Anon.org website?

You are helping to support your local District 5 Al-Anon Family group when you order through our Literature Distribution Center. District 5 is able to purchase literature in bulk from the WSO at a discounted rate. The amount paid by your group is that charged by Al-Anon World Service to the public. The difference of the discount goes towards supporting your local District in all of our various activities, such as workshops, public outreach, etc.

How do I place a literature order?

The most current Conference Approved Literature Catalogue and Price list can be downloaded at <https://al-anon.org/pdf/S15.pdf>. This will provide you with the CAT # and the price of each item you are looking for.

Once you have made your selection, email your orders to Literature@sonapal-anon.org and cc: treasurer@sonapal-anon.org. Please include the following in your email:

- Group Name
- Day of Meeting
- City of meeting
- WSO# (optional)
- Contact Phone Number
- Catalogue Item # (CAT#)
- Catalogue Item Name
- Quantity

How does our Group calculate our order cost?

If you wish to estimate your order cost prior to submitting your email, you can download the WSO form S-16 on their website to assist you. <https://al-anon.org/pdf/S16.pdf>

Please note that our local sales tax rate will differ from the VA tax listed. The current Sonoma County retail sales tax is 9.25%. However, there will be no shipping charges, so the price comes very close to being the same you would pay by ordering from the World Service office in Virginia.

Once you email your order, our District 5 Treasurer will email you back an invoice confirming the final dollar amount. Please allow a **minimum of 7 days for the District 5 order invoice** to reach you.

Where do we pick up literature?

Since the District 5 monthly business meetings are currently in electronic format only, arrangements will need to be made for delivery of the order to your meeting, or for any individual from your meeting to meet with the District Literature Coordinator of Literature Treasurer and obtain the items ordered. Our preference is that the group has cash or check ready to give our Literature Coordinator at the time the books or pamphlets are delivered, so we do not find ourselves pursuing back payments. Also, we will ask that current masking requirements of Sonoma County be observed for the delivery.

How much time should we allow to receive a literature order?

We accept new orders at any time. As a rule, we need 7 days to generate a billing invoice to you to give to your meeting treasurer. Once that occurs, the order is usually prepared at our storage facility within the next 7 days, so we would appreciate being allowed two weeks for turnaround of your order.

If you order something we do not have in stock, we will prepare a back order sheet for you, so that it can be delivered as soon as we can purchase it from World Service. In this case, that item might take more than two weeks.

Who do we make checks out to? Where is the check mailed?

Please make checks for literature payable to: **District 5 AFG-LDC**. Please include your invoice number and WSO# on your check. Cash or money orders are also acceptable for payment.

The District 5 mailing address: **PO Box 2412, Santa Rosa, CA 95405**

Please email Literature@sonapal-anon.org with any additional questions you may have.

Claudia
District 5 Literature Coordinator

Glenna
Literature Depot Treasurer